



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

FINANCE COMMITTEE

David Aznavoorian, Chairman
Damin Sutherby, Vice Chair
Rob Kocsmiersky, Clerk
Raymond Lisiecki
Thomas L. Cooke
Laurence Sanford
Paul McDermott

Meeting Minutes March 19, 2015

1) Call to Order

The meeting was called to order by David Aznavoorian at 7:00 p.m. at the Pike House (temporary town hall). Present at the meeting were Tom Cooke (late arrival), Ray Lisiecki, Larry Sanford, Damin Sutherby, and Rob Kocsmiersky. Also present was Richard Montuori, Town Manager, and Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

Paul McDermott was not in attendance.

2) FY16 Budget Department Review (subject to change)

a. Police Department

Present was Police Chief Timothy Sheehan. The town manager's total recommended FY16 Police budget is \$6,401,395 representing an increase of approximately \$159,431.

The total FY16 police salaries budget is \$5,778,481 representing an increase of approximately \$99,500. Chief Sheehan noted an increase in uniforms and a decrease in terminal leave. The department currently has 59 officers, 9 civil dispatchers, 5 civil employees as well reserve officers who only do detail work. There are currently 2 officers in field training as well as 3 out on the FMLA: 2 as the result of a recent shooting incident and 1 due to the birth of a baby. Approximately 6 staff members have babies on the way and could utilize the FMLA.

The total FY 16 police operating budget is \$443,614 representing an increase of approximately \$53,400. Mr. Montuori noted that some of the police department requests will be addressed at town meeting, including: defensive tactics training equipment (\$4,661), 5 power heart defibrillators (\$8,605), 2 portable breath tests (\$1,638), 8 patrol rifles (\$10,207), and police promotional assessment center (\$25,700). These funds will be requested from the stabilization fund.

Chief Sheehan provided the members with a copy of Calls for Service and Patrol Initiated calls which shows a decrease of 47%. Chief Sheehan reviewed the statistics and specifically noted that there has been a decrease in theft/burglary as well as drug arrests and traffic citations. Chief Sheehan noted that the new drug unit has been extremely helpful and discussed drug addiction problems and ways the police department is working on prevention.

Chief Sheehan reviewed his top priorities which include: increase in overtime funds (approximately \$480,000 was appropriated and approximately \$585,000 was expended) and an additional position. Chief Sheehan explained that previously he had requested 2 positions for a traffic unit as well as a 2 man drug unit. The drug unit has been operating with the two positions; however, there is only one person in the traffic unit. An unexpected vacancy has delayed the implementation of the traffic unit.

Discussion took place on grants and Chief Sheehan reviewed some of the grants available and those which the town has received.

Mr. Kocsmiersky asked why there are differences between the department requested budget and the town manager budget and Mr. Montuori explained that some of the items will be on the town meeting warrant and some were unable to be funded. Mr. Kocsmiersky noted that 'all other supplies' increased approximately \$11,800 and asked why. Chief Sheehan explained that this is for first aid equipment, range ammunition equipment, etc. Mr. Kocsmiersky asked how many calls are received from the State Hospital and Chief Sheehan noted that he will provide this information. Mr. Montuori noted that the State is cutting \$3.5 million in State Hospital funding. Chief Sheehan discussed a regionalized dispatch center and noted that Tewksbury would be the preferred location at the State Hospital. Mr. Kocsmiersky asked if it is possible to determine the cost as a result of the calls received from the state Hospital and Chief Sheehan noted that it would be difficult to determine this.

Mr. Aznavoorian commended Chief Sheehan for implementing a computer replacement plan and asked why cruiser maintenance has decreased and Chief Sheehan explained that this is due to the DPW now performing maintenance work.

Mr. Sanford asked if there has been any consideration given to cameras in the police cruisers and Chief Sheehan explained that this has not been discussed as there has not been a need to date; however, there could be a Federal mandate that all officers have a body camera. Chief Sheehan explained that there are tracking devices in each of the cruisers that provide data on where the vehicle was driven, how fast, how long it idled, etc.

Mr. Lisiecki inquired about the increase for the resource officers and Chief Sheehan explained that it is a 4 year grant in which the State pays 75% the first 3 years and the school pays 25% for the first 3 years and the full amount the 4th year. The program is currently in its second year. Mr. Lisiecki asked if there are

plans for the fifth year yet and Mr. Montuori explained that it would come from the school budget.

8:13 p.m. – Mr. Sutherby and Chief Sheehan left the meeting.

b. Fire Department

Present was Fire Chief Michal Hazel and Deputy Chief Al Vasas.

The total FY16 fire department budget is \$4,588,398 representing a decrease of approximately \$62,352. Chief Hazel noted that a new position is being request for the fire prevention department also an increase of approximately \$44,800 in overtime.

The total fire salaries budget is \$4,321,330 representing a decrease of approximately \$72,400. Chief Hazel noted that he is expecting three retirements in FY16 which would bring the new hire total to 4 and they will be brought in a lower pay rate. Chief Hazel noted that there was also an unexpected departure on December 31, 2014; which has helped the salary budget.

The total fire operating budget is \$267,068 representing an increase of approximately \$10,107. Mr. Montuori noted that many of the fire department requests will be presented in the town meeting warrant such as ambulance upgrade (\$145,000), Protective Turn Out Gear \$110,000, new utility vehicle with plow (\$41,000), chain saws for engines and ladder truck (\$7,905), south station repairs (\$8,000), and a new fire hose (\$27,836). These funds will be requested from the stabilization fund.

Mr. Lisiecki asked if anything is being done for corrosion prevention on the new fire trucks and Chief Hazel explained that the DPW has been regularly inspecting the vehicles and this has helped them become aware of situations before it becomes a problem. Mr. Lisiecki noted that the town managers recommended budget for terminal leave is lower than the department request and asked why. Mr. Montuori explained that this will be addressed at town meeting in the fall.

Mr. Aznavoorian asked how overtime is trending to date and Chief Hazel noted that overtime will be an issue beyond which the reserve fund can handle. Mr. Lisiecki asked why it is so short and Chief Hazel explained due to sick time, unexpected leaves, etc. Mr. Aznavoorian asked if any FMLA leaves are expected and Chief Hazel noted possibly one, but this has been budgeted for.

Mr. Aznavoorian inquired about the collection rate for ambulance billing and Chief Hazel explained that a new company has been hired and they are much more aggressive than the previous company. They are still awaiting the data from the new company.

Mr. Kocsmiersky inquired about call statistics and response times and how this is affected by closing a station. Chief Hazel explained that there would be a delay in

response times if a station is closed. Approximately 1,040 fire calls have been received to date. In 2014, approximately 4,253 calls were received and in 2013, 4,000 calls were received.

Mr. Cooke inquired about the transfer of \$15,000 for Engine 1 and asked if there are warranties in place. Chief Hazel explained that this work would be covered by the warranty. The cost will likely be \$5,000-\$10,000. When they looked at the trucks in Texas, they did not budget for new tires as they were in good condition. When the truck was received, the tires were in poor condition. Need 4 new front tires; two for each truck.

Emergency Management

The town manager's recommended FY16 Emergency Management budget has been level funded at \$33,927.

3) Town Manager and Finance Director Reports (as applicable)
a. Quarterly Fin Com reports

None

3) Finance Committee Matters of Interest (as applicable)

None

4) Committee Member Reports (as applicable)

There were no Committee member reports.

5) Approval of Meeting Minutes

There was no meeting minutes presented for approval.

6) Approval of Recording Secretary and Timesheet

None

7) Future Proposed Meeting Dates (subject to change)

The next meeting is scheduled for Thursday, March 26, 2015 at the Police Community Training room.

Adjourn.

MOTION: Mr. Cooke made the motion to adjourn at 9:38 p.m.; seconded by Mr. Sanford and the motion carried 6-0.

Approved: June 18, 2015

Documents Presented and/or Discussed
March 19, 2015

- 1) Town Manager's Recommended FY16 Police and Fire Budgets
A copy can be found with the Town Manager